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सत्यमेव जयते

# The Gujarat Government Gazette

## EXTRAORDINARY

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Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

## PART IV-A

**Rules and Orders (Other than those published in Parts I, I-A, and I-L) made by the Government of Gujarat under the Central Acts**

**GENERAL ADMINISTRATION DEPARTMENT**

**NOTIFICATION**

Sachivalaya, Gandhinagar, 4th October, 2025

**CONSTITUTION OF INDIA.**

**No: GS-16-RTR-1270-K:-** In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Gujarat hereby makes the following rules further to amend the Gazetted Officers' (Pre-service Training and Examination) Rules, 1970, namely:-

1. (1) These rules may be called the Gazetted Officers' (Pre-service Training and Examination) (Amendment) Rules, 2025.

   (2) They shall come into force on the date of their publication in the *Official Gazette.*

2. In the Gazetted Officers' (Pre-service Training and Examination) Rules, 1970, (hereinafter referred to as "the said rules") in rule 6, for the words, "forty five days", the words, "sixty three days" shall be substituted.

3. In the said rules, in rule 12, in sub-rule (2), for the proviso and Table I and Table II thereunder, the following shall be substituted, namely:-

"Provided that any exemption obtained by such candidate in the papers under the old syllabus specified in column 1 of Table below shall be deemed to have been obtained in the corresponding papers specified under these rules in column 2 of the Table.

**TABLE**

| | Old syllabus (As per Notification No.GS-92-36-RTR-1090-1465-K, dated 15/09/1992) 1 | Revised syllabus under Appendix-A 2 |
|---|---|---|
| 1. | Paper-I Service matters | Paper-II service matters and others |
| 2. | Paper-II Financial matters and Paper-III Financial matters | Paper-III Financial matters and others |
| 3. | Paper-IV Constitution of India and Paper-V General Administration | Paper-I Basics of Administration |
| 4. | Paper-VI Gujarati Language and Noting Drafting | Paper-IV Gujarati/English Language and Noting Drafting.". |

4. In the said rules, for TABLE specified under rule 14, the following TABLE shall be substituted, namely:-

**"TABLE**

| | Syllabus for post training examination for direct recruits to the Gazetted posts. 1 | Syllabus for departmental examination for direct recruits to Gazetted posts. 2 |
|---|---|---|
| 1. | Paper-I Basics of Administration | Paper-IV Constitution of India |
| 2. | Paper-II service matters and others | Paper-I Service matters |
| 3. | Paper-III Financial matters and others | Paper-II Financial matters and Paper-III Financial matters.". |

5. In the said rules, for Appendix-'A' under rule 11, the following shall be substituted, namely:-

**"Appendix-'A'**

(*see rule 11*)

Syllabus for Training and Examination for Direct Recruits appointed to the Gazetted posts-

**Paper-I: Basics of Administration**

(Duration 3 hours) Marks-.100 (With Books) (MCQs type)

**Part-1:- Brief Introduction of Laws**

1. The Bharatiya Nyaya Sanhita, 2023.
2. The Bharatiya Nagarik Suraksha Sanhita, 2023.
3. The Environment (Protection) Act, 1986.
4. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
5. The Gujarat Lokayukta Act, 1986.
6. The Contract Labour (Regulation and Abolition) Act, 1970.

**Part-2:- Litigation Management**

1. Introductory sessions by Advocate General of Gujarat/ Additional Advocate General/Secretary (Legal)/Secretary (Legislative) of State Government.
   - Brief introduction
     - Court Procedures (Lower Court/High Court/Supreme Court).
     - Public Interest Litigation and Judicial Activism.
     - Nature of Petitions, Para vise remarks, Drafting of Affidavit.

2. Basic knowledge of the Constitution of India – Preamble, Fundamental Rights, fundamental Duties, Directive Principles of State Policy, Centre-State Relations: Distribution of Powers, Local self-Governance.
3. Basic concept of Lok Adalat.
4. Law officer's (Appointment and Conditions of Service) and Conduct of Legal Affairs of Government Rules, 2009.

**Part-3: Public Administration and Management.**

1. Principles and Structure of Government Organization and Administration.
2. Public Administration: Basic concepts, Public Policy and Management.
3. Role and Characteristic of Civil Service with special reference to current challenges, Changing Role of Civil Service in emerging Political-economic scenario.
4. Control on Administration.
5. Secretariat and field relationship.
6. Administrative reforms: Needs and Measures.
7. Good Governance including E-Governance.

**Paper-II: Service Matters and others**

(Duration 3 hours) Marks-.100 (With Books) (MCQs type)

1. Gujarat Civil Services Rules, 2002.
   (1) Gujarat Civil Services (General Conditions of Services) Rules, 2002.
   (2) Gujarat Civil Services (Leave) Rules, 2002.
   (3) Gujarat Civil Services (Pension) Rules, 2002.
   (4) Gujarat Civil Services (Pay) Rules, 2002.
   (5) Gujarat Civil Services (Additions to Pay) Rules, 2002.
   (6) Gujarat Civil Services (Travelling Allowance) Rules, 2002.
   (7) Gujarat Civil Services (Joining Time, Foreign Service, Deputation out of India, Payment during Suspension, Dismissal and Removal) Rules, 2002.
2. Gujarat Civil Services (Conduct) Rules, 1971 and Gujarat Civil Services (Discipline and Appeal) Rules, 1971.
3. The Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.
4. The Gujarat Government Rules of Business and Instructions issued thereunder.
5. Policy regarding Performance Appraisal Report.
6. Reservation Policy of State Government and Roster Registers (How to prepare/maintain Roster Register and allocation of Roster Points).
7. Gujarat Legislative Assembly Rules.
8. The Gujarat Public Service Commission (Exemption from Consultation) Regulations, .1960
9. Office procedure for Secretariat/Office procedure for Non-Secretariat and E-Sarkar.

**Paper-III: Financial Matters and others**

(Duration 3 hours) Marks-.100 (With Books) (MCQs type)

1. The Gujarat Financial Rules, .1971
2. The Financial Powers (Delegation) Rules, 1998.
3. Bombay contingency Expenditure Rules, .1959
4. The Gujarat Budget Manual (volume-1).
5. Gujarat Civil Services (New Contributory Pension Scheme) Rules, 2024.

6. Gujarat State Procurement Policy.
7. Prevention of Corruption Act, 1988with special reference to sanction of prosecution.
8. Right to Information Act, 2005 and Rules thereunder.
9. The Gujarat (Right of Citizens to Public Services) Act, 2013.
10. The Rights of Persons with Disabilities Act, 2016.

**Paper-IV: Gujarati/English Language and Noting Drafting**

(Duration 3 hours) Marks-100. (Without Books)

1. Simple and easy Gujarati / English in Government correspondence-Re-Writing of paras, with particular reference to Noting and Drafting.
2. Official Correspondence with Public and other agencies in Gujarati / English including drafting of Agenda/Minutes of Meeting/MoU.
3. High Court matters- Preparation of Para vise Remarks, Filing of Affidavit etc. and Drafting of Speaking Orders'.
4. Essay writing.
5. Precise writing.
6. Report writing.
7. Grammar.”.

By order and in the name of the Governor of Gujarat,

**H. K. THAKAR,**

Joint Secretary to Government.

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Government Central Press, Gandhinagar.

Signature Not Verified
Signed by : BHOLUSINGH G THAKUR
Senior Manager
Government Central Press,
Gandhinagar
Date : 2025.10.07 17:33:52 IST